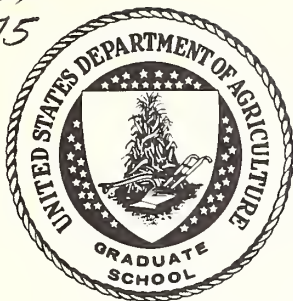


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Newsletter

August 16, 1963

This issue is devoted to New Courses for the Fall semester and to a report of the Luncheons for Federal Employee Development Officers.

For Government Training Officers

Federal Government training officers were luncheon guests of the Graduate School on July 31 and August 6. Approximately 100 guests attended each luncheon. The fourfold purpose of the luncheon meetings was to afford the training officers an opportunity to meet our staff, to aid them in guiding Government workers into Graduate School courses best suited to increase their efficiency, to answer questions about the organization and function of the Graduate School, and to announce plans for the forthcoming school year.

Carl B. Barnes, USDA Director of Personnel, gave the address of welcome, and in introducing him to the group we reminded them that Mr. Barnes is a former student. He took 15 courses in the Graduate School. He is now a member of the General Administration Board of the Graduate School.

This year at the luncheons we invited training officers to serve on panels to share with us how they use the Graduate School in meeting their training needs.



Charles B. Rauscher

Charles B. Rauscher, Chief of the Training Branch of the Food and Drug Administration and a member of our Committee on Correspondence Study and Extension Education, described how he uses the Graduate School Special Program, Correspondence Program and Evening Program in meeting the needs of his agency. During the past year, 100 Food and Drug supervisors, (GS-12 to 14's) were enrolled in the Graduate School Correspondence course in "Supervision and Management."

Throughout the year, the enrollees were encouraged by agency officials to finish the course. The Special Program Department will soon conduct follow-up seminars in San Francisco, Chicago, and in the

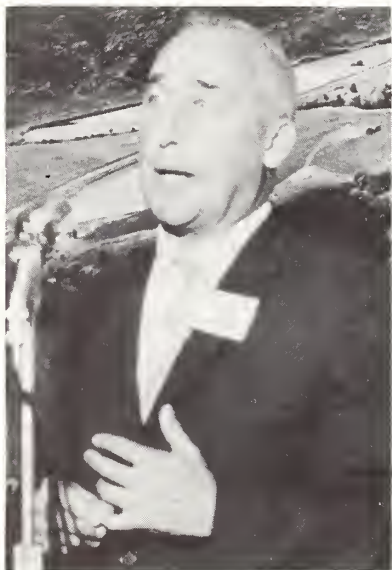
Washington, D. C. area for approximately ninety employees who have completed the course. Dr. Van Dersal, who was their teacher via the mails, will meet with his students for a series of 2 1/2-day workshop sessions.

Mr. Rauscher also told of his use of our three-phase Management Development Program. In stressing the importance of follow-up, he mentioned that each participant in this program is expected to apply what he has learned in a job application follow-up project. He gave a specific example of one such project completed in Food and Drug that has made a significant contribution toward better management in his agency.

Mr. Rauscher concluded with his motto for home study:

Hurrah for Harvard!
Hurrah for Yale!
We get our education
Through the mail!

Daniel Keenan, Training Officer in the Department of Justice, said the Graduate School helps his agency a great deal through courses that have been organized for his agency, and he mentioned two in particular. One is a refresher course we set up for secretaries who arrive for work in the Justice Department "well developed" but often not well trained. Each secretary who takes the course pays a third of the \$30 cost per student, and the Justice Department pays the remainder. Mr. Keenan paid the Graduate School a high compliment for the Reading Improvement Program. About 90 people, from GS-9's to top officials, have taken the course, including Supreme Court Justice Byron R. White, who completed the Reading Improvement Program while he was Deputy Attorney General. Improvement in reading of students who took the course, according to Mr. Keenan, was about 200 percent.



Daniel Keenan

Mr. Keenan commented upon the desirability of getting accreditation for the Graduate School so that students could transfer undergraduate and graduate level courses to degree-granting institutions. We explained our situation with respect to this proposal: the Graduate School is a continuing education program for Federal Government employees, and it would be difficult for it to retain its status as such if it became an accredited institution. However, Graduate School credits are

generally accepted for entering college, and some courses are transferable for college credit. U. S. Civil Service accepts our credits, and this means a great deal to Federal employees.

Phillip Loomis of the Veterans Administration told how his agency cooperates with the Graduate School in providing classroom space and said our courses help the personnel of VA a great deal, especially our self-development courses for the improvement of skills. The Graduate School now holds classes in 20 different places in the Washington area, but the need is constantly with us for additional space as our enrollment grows.

Mrs. June Stetter, representing the Division of Personnel Administration in the Federal Reserve System, said our Reading Improvement Program had been very successful in her agency. When this program was inaugurated in her agency, registration of enrollees began at the top. Several of the nine Governors, as well as many other high officials. Another course this agency found especially beneficial was Technical Writing. Consistently good reports also were received by Bank personnel sent to Williamsburg for the Management Development Program. The same was true of those who took Automatic Data Processing and other courses. Mrs. Stetter concluded with the comment that many people in her agency who already have university degrees take advanced courses in the Graduate School.

Claude R. Wright, Assistant Chief, Branch of Employment and Training, Division of Personnel Management, Department of the Interior, praised the Graduate School for its ability to attract top flight people to serve on the General Administration Board and to head standing committees, as well as to serve as members of the faculty. The flexibility of the Graduate School, he added, enabled it to give what a person needs at the time the need is felt. Refresher courses he thought were important to avoid "career obsolescence" among Government workers.



Phillip Loomis



Mrs. June Stetter



Claude R. Wright

Our largest program outside the Department of Agriculture is in the Library of Congress, according to Mrs. Constance G. Coblenz, our Registrar, who spoke briefly to the group concerning her work, answering questions that had been submitted. One of the questions referred to our new course, "Basic Concepts of Data Processing" (4-105) which she indicated is for beginners. About 150 students are taking the course this summer. Three sections are scheduled for the fall semester. The Graduate School Bookstore stocks few books besides those used as texts, stated Miss Vera E. Jensen whose functions at the School are Information and Library Services. Because of the small margin of profit allowed college bookstores by publishers, the Graduate School cannot afford to give discounts on books to Government agencies. Miss Jensen advised representatives of the various agencies to ask her for additional copies of our announcements of Graduate School Lectures if redistribution is contemplated. The number requested will be provided. Otherwise, only one copy will be sent to each Training Officer.

Our Correspondence Program was described by the recently appointed head of this Department, Mrs. Helen Kempfer. A new promotion piece is being distributed, and she asked members of the group to submit names of persons and organizations that should be included in the mailing list. She also requested suggestions for new correspondent courses which our guests feel are needed for special purposes. The Correspondence Program recently announced a new course, Technical Writing, to be developed by Ward W. Konkle, editor of Agricultural Science Review, and a revised course in Statistics of Biological Assay, to be developed by Dr. F. M. Wadley, an analytical statistician in biology with the U. S. Army Chemical Corps.

Edmund N. Fulker, Assistant Director of the Graduate School, announced new courses in the Special Program Department to be available in the 1963-64 school year. A series of courses to develop Systems Designers probably will be ready about January; the courses will be given in daylight hours. A "Seminar in Science Information and Communication" for scientists will be offered this December under a grant from the National Science Foundation. It will be a one-week course whose purpose is to aid scientists to improve the distribution of science information.

Jerold N. Willmore of our Special Program staff announced that part of the 1963-64 Critical Issues and Decisions lecture and discussion series will be offered via closed circuit television in cooperation with the Walter Reed Army Medical Center (WRMAC-TV).

COUNSELING AND TESTING SERVICE

An expanded and improved Counseling and Testing Service is to be offered by the Graduate School during the forthcoming school year. In addition to this service, which is offered to individuals for a nominal fee, the Graduate School will encourage all of its teachers, committee members and staff to devote even more time and attention to counseling and guiding our students.

The SECRETARY OF AGRICULTURE,
Orville L. Freeman

THE ORGANIZATION OF THE GRADUATE SCHOOL, U.S. DEPARTMENT OF AGRICULTURE

Washington, D.C.

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STUDENTS

NEW EVENING COURSES, 1963-64

New Graduate School evening courses to be offered in the fall semester number 38. There are 10 in Technology, 8 each in the Physical Sciences and the Social Sciences, 7 in Languages and Literature, 3 in Mathematics and Statistics, and 1 each in the Biological Sciences and Public Administration.

TECHNOLOGY

Courses in Technology range from engineering subjects requiring prerequisites in higher mathematics and physics to subjects designed mainly for their broad cultural value.

Servomechanisms (8-100) is taught by James W. Titus, consultant in mechanical engineering, Radar Division, Naval Research Laboratory.

Steam and Power Plants (8-710), a course that is concerned with the design, construction, and operation of steam power plants is offered by C. D. Statton, who is a project engineer in private industry.

Electric Power Transmission (8-715) is taught by R. J. Mather and associates. Mr. Mather is head of the Transmission and Coordination Section, Bureau of Power, Federal Power Commission.

Six new courses are to be given in our FINE AND APPLIED ARTS section.

Introduction to Creative Expression (8-332) is for the student without previous training in art, who seeks pleasure in self-expression drawing. The teacher, Duane A. McKenna, is a staff artist on U. S. News and World Report.

Etching Workshop (8-358) is for students who have had two semesters of Etching, or the equivalent. These courses are taught by Eugene W. Frederick, who is an illustrator in the Graphic Arts Branch, Office of the Comptroller, Department of the Army. Art Appreciation and Survey (8-333) is designed for the beginning student who is given a basic vocabulary and an appreciation and understanding of the fine arts. Francis Osborn of the National Gallery of Art is the instructor.

Music Appreciation (8-370) has as its purpose the development of ability to enjoy music through the study of styles, forms, and musical instruments of various periods. The teacher, John Shortridge, a musician and a harpsichord maker, was formerly Associate Curator of Cultural History at the Smithsonian Institution.

Theater (8-359) is for students desiring to develop appreciation and judgment of the arts of the theater and to make theater-going more meaningful. Helen G. Hicks, the instructor, also teaches Actor's Workshop in the Spring. She is an experienced coach and director.

Art in Personal Clothing (8-60) traces the history of costume design. It includes a study of fibers, dress design, color, and texture. Bridget Maginn, who teaches the course, is a graduate of the Liverpool (England) College of Home Economics and a director of sewing schools here and abroad.

The Photography and Lithography Section offers one new course in the fall semester. It is Photo-Journalism (8-198), given by Russell T. Forte, Visual Information Specialist in the U. S. Department of Agriculture.

PHYSICAL SCIENCES

The Physical Sciences Department brings us one new general course--and several new chemistry courses.

Development of Modern Science (5-442) surveys the growth of knowledge in the biological and physical sciences, with emphasis on the emergence of basic concepts. Dr. Nathan Reingold, Senior Research Specialist in the Science and Technology Division of the Library of Congress, is the instructor.

Two new courses in chemistry are Chemistry of Carbohydrates (5-249), taught by Wiley W. Tolson, Chief Biochemist in the Department of Neuroendocrinology in the Walter Reed Army Institute of Research, and Introduction to Modern Biochemistry (5-317), taught by Dr. Louis Feinstein, Field Crops and Animal Products, Market Quality Research Division, U. S. Department of Agriculture.

Biophysics (5-411) is given by Dr. Alfred Weissler, Chemist in the Office of Scientific Research, U. S. Air Force.

Biophysical Instrumentation (5-413) is a survey course designed to present techniques of physical measurement and control. It is given by Dr. William J. Campbell, Chief of the Department of Biological Chemistry, Walter Reed Army Institute of Research.

Introduction to Gas Chromatography (5-418), is offered by Leo Kazyak, toxicologist in the Division of Biochemistry, Walter Reed Army Institute of Research, and also at Beltsville by Dr. Irwin Hornstein of the Agricultural Research Service. Jay S. Winston of the Weather Bureau is presenting a new advanced course in Satellite Meteorology (5-595). It is designed to acquaint meteorologists with types of data obtained from satellites.

Atmospheric Turbulence (5-699), emphasizing fundamentals of turbulent motion in the atmosphere, is to be taught by Captain Thomas D. Potter of the U. S. Air Force.

SOCIAL SCIENCES

Among the eight new courses in the Department of Social Sciences four are in economics and four in human relations. Public Finance (7-476) is by Dr. Thomas F. Hady, Fiscal and Financial Economist, Farm Production Division, U. S. Department of Agriculture. Economics of Cooperative Enterprise (7-469), an analysis of cooperative principles and practices, is offered by Dr. Martin A. Abrahamsen of the Farmers Cooperative Service.

Energy Resource Economics (7-484) is given by Gordon R. Chapman of the Department of Labor. Security Analysis (7-465), presenting principles and techniques of security analysis, is taught by J. Arnold Pines of the Securities and Exchange Commission.

Counseling Techniques (7-545), is to be given by Dr. Albert C. Cornsweet of the Veterans Administration. Dr. Sylvan Kaplan of the Peace Corps is the instructor in Introduction to Programmed Learning (7-550). A seminar in Human Learning (7-99) is to be led by Dr. James J. McPherson of the Office of Education. Finally, Career Development for Federal Employees (7-556), is to be presented as a seminar by Frank C. Johns, federal career counsellor.

LANGUAGES AND LITERATURE

New courses in five languages are to be offered this fall--Chinese, English, German, Russian and Swahili. Other new courses in this department this fall include the following: English for Foreigners (2-38), a course designed for reading and understanding, taught by Willa B. Weeks of the Rural Electrification Administration. She has had experience as an instructor at the American Cultural Center in Caracas, Venezuela. Lionel Tsao, who teaches our elementary and intermediate Chinese, now offers Advanced Mandarin (2-202). Mr. Tsao is a Fellow of the Royal Asiatic Society and taught at Harvard. Frederick A. Njenga, who has been teaching our elementary course in Swahili, also offers Intermediate Swahili (2-211). Tatiana W. Boldyreff, one of our instructors in Elementary Russian, is introducing Scientific Russian I and II (2-292 and 2-294). She is a translator at the National Naval Medical Center. Literary Masterpieces of the Orient (2-337) contemplates an understanding of the thought of the Orient as expressed by its poetry, philosophy, religion, and mystical thought. The instructor, Dr. Reza Arasteh, is an author and an independent researcher. He has taught at Princeton and Teheran. Latin American Culture (2-70) examines the political, social, and economic forces that have shaped the culture of the Latin American nations. Manuel M. Sterling, the instructor, holds the Ph.D. degree from Havana.

MATHEMATICS AND STATISTICS

Three new courses in Mathematics and Statistics are listed for the fall semester. Lawrence A. Gambino is teaching Elementary Matrix Theory (3-415) and Leonard D. McGann, Data Processing on Electronic Computers--UNIVAC 1105 (3-552). Mr.

Gambino is a mathematician at GIMRADDA, Fort Belvoir, Virginia. Mr. McGann is with the Bureau of the Census, where he is Deputy Chief of Computer Operations, Data Processing Systems Division. FORTTRAN Programming for Scientific Computers is to be given by Elgin G. Fry, Statistical Reporting Service, U. S. Department of Agriculture.

BIOLOGICAL SCIENCES

This Department offers one new course--Forest Entomology (1-325). The instructor is Dr. Arthur D. Moore, Entomologist in the Forest Insect Laboratory of the Forest Service, U. S. Department of Agriculture.

PUBLIC ADMINISTRATION

The one new course in Public Administration is Safety Programs Administration (6-305). The co-instructors are Thomas J. Cresswell and William G. Pope. Mr. Cresswell is an agency staff engineer in the Federal Aviation Agency. Mr. Pope is Chief of the Branch of Safety Management, Department of the Interior.

NEW SPECIAL PROGRAM COURSES - 1963-64

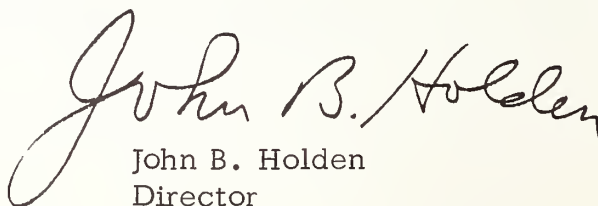
Advanced Management Seminar for Federal Executives (D6-60, Page 10)

Approximately 400 Federal executives from throughout the Federal Government have completed our three-phase Management Development Program for Federal Executives. This follow-up seminar has been specially designed at their suggestion to help them (and graduates of similar programs) to continue their self-development in management. Note also that we are trying something new with our three-phase Management Development Program for Federal Executives. The objectives and design of the program will remain the same, but one three-phase program will be conducted for "those who supervise engineers" and the other for "those who supervise scientists" (see pp. 14 and 16 of the Special Program Bulletin).

Power Systems Engineering (D8-423, Page 27)

This is a special six-credit course to be offered Thursday evenings for 32 weeks. It will begin September 12 and not September 19 as listed in the Special Program Bulletin. Outstanding experts from throughout the country will teach this program under the direction of Mr. Rixse of the Rural Electrification Administration.

With this Newsletter, I am enclosing our new Press Catalog. Inside is a new announcement of our Correspondence Program. If you would like additional copies of this announcement, please call Miss Jensen on Code 111, Extension 4419.


John B. Holden
Director